

ADMINISTRATIVE SECRETARY

DEFINITION

To perform a variety of highly responsible and complex clerical, secretarial and administrative duties for a department.

EQUIPMENT, METHODS & GUIDELINES

Uses Federal, State and local laws, policies, procedures and practices; standard municipal accounting practices and financial record keeping; telephones, Fax machines, PC terminals, printer, calculator, adding machine, cash register, copy machine, and various resource materials.

WORKING CONDITIONS

Inside work. Work requires the ability to work independently in the absence of supervision.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary for accurately interpreting visual displays), as well as the ability to understand and carry out oral and written instruction. The work requires ability to bend and reach, as well as the ability to operate a variety of business machines. It may require the ability to lift objects weighing up to thirty pounds (files, records, etc.).

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a department head or manager.

May exercise direct or indirect supervision over other clerical staff.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Perform a wide variety of complex and responsible duties for a department head or manager.

Screen calls, visitors, and mail.

Interpret City policies, rules, and regulations in response to inquiries and refer inquiries as appropriate.

Independently respond to letters and general correspondence of a routine nature.

Make travel arrangements; maintain appointment schedule and calendars; arrange

meetings and conferences.

Take and transcribe oral dictation from shorthand notes or transcribing machine recordings; operate office equipment.

Type a variety of materials including general correspondence and memoranda.

Participate and assist in the administration of a department; prepare comprehensive reports, compile annual budget requests, and recommend expenditure requests for designated accounts.

Research, compile, and analyze data for special projects and various reports.

Initiate and maintain a variety of files and records.

May serve as Secretary to a board or commission, preparing the agenda, assembling background materials, taking and transcribing minutes of the meetings, and performing related support services.

Supervise, train, and evaluate subordinates as assigned.

Recommend organization or procedural changes affecting clerical activities.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures, and equipment.

Business letter writing.

Organization, procedures, and operating details of the City department to which assigned.

City government organization, functions, policies, rules and regulations.

Principles of supervision, training and performance evaluation.

Ability to

Communicate clearly and concisely, orally and in writing.

Compose general correspondence and letters.

Work cooperatively with other departments, City officials, and outside agencies.

Interpret and apply administrative and departmental policies, laws, and rules.

Operate and use modern office equipment.

Analyze situations carefully and adopt effective courses of action.

Plan, organize and schedule priorities in the office

Compile and maintain complex and extensive records and prepare reports.

Supervise, train and evaluate subordinates.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Four years of increasingly responsible secretarial and clerical experience including one year of supervisory experience.

Education

Equivalent to a twelfth grade education including or supplemented by specialized clerical courses.

